

**NONAPPROPRIATED FUND SUPERVISOR'S ORIENTATION CHECKLIST**

For use of this form, see AR 215-3; the proponent agency is DCS, G1.

1. EMPLOYEE NAME

2. EOD (YYYYMMDD)

3. MUST BE RETURNED TO NAF CIVILIAN PERSONNEL UNIT NOT LATER THAN (YYYYMMDD)

4. ITEM

5. INITIALS

1. Installation Mission, Vision, Goals
2. Organization Mission, Vision, Goals
3. Organizational Structure/Chain of Command
4. Work Schedule Posting
5. Hours of Duty
6. Description of Duties
7. Standards
8. Performance Appraisal/Award Policy
9. Training
10. Reporting On-the-job Injuries
11. Safety Rules and Equipment
12. Break Policy (*Lunch, Smoking, Rest*)
13. Leave Policy
14. Dress Code
15. Medical and Life Insurance Benefits
16. Retirement Program
17. 401(k) Plan
18. Use of Telephone and Computers
19. Bulletin Boards
20. Post Facilities
21. Property Accountability
22. Security (*On and Off Duty*)
23. Conduct (*On and Off Duty*)
24. Presenting Complaints and Grievances
25. Union Information/Shop Steward
26. Other (*Specify*)

6a. SUPERVISOR SIGNATURE

6b. DATE (YYYYMMDD)

7a. EMPLOYEE SIGNATURE

7b. DATE (YYYYMMDD)

## INSTRUCTIONS FOR COMPLETING DA FORM 7428

This form is used when a new employee reports to their duty station for the first time. This form is part of the permanent record and will be filed on the right side of the Official Personnel Folder. Explain each of the items thoroughly to ensure the employee understands the conditions and benefits of Nonappropriated Fund employment. Have the employee initial the spaces provided after each item has been explained.

1. Installation Mission, Vision, Goals. Explain to the employee and provide a copy if available.
2. Organization Mission, Vision, Goals. Explain to the employee and provide a copy if available.
3. Organizational Structure/Chain of Command. Self-explanatory.
4. Work Schedule Posting. Show employee where work schedules are posted and how often they are published.
5. Hours of Duty. Self-explanatory.
6. Description of Duties. Self-explanatory.
7. Standards. Explain the degree of performance you expect in the completion of their duties and provide a copy of their standards (*remember standards must be measurable*).
8. Performance Appraisal/Award Policy. Explain performance appraisal to the employee and how performance is rewarded.
9. Training. OJT and formal training that the position requires or is mandatory for the installation if applicable.
10. Reporting On-the-job Injuries. Explain the procedures an employee must follow if ever injured on the job.
11. Safety Rules and Equipment. Self-explanatory.
12. Break Policy (*Lunch, Smoking, Rest*). Self-explanatory.
13. Leave Policy. Explain the activity's leave procedures.
14. Dress Code. If applicable.
15. Medical and Life Insurance Benefits. Ensure employee has been made aware of the benefits available.
16. Retirement Program. Ensure employee has been made aware of benefit.
17. 401(k) Plan. Ensure employee has been made aware of benefit.
18. Use of Telephone and Computers. Self-explanatory.
19. Bulletin Boards. Ensure employee knows where they are and the types of information posted there.
20. Post Facilities. Explain to employee what post facilities they may use as a NAF employee.
21. Property Accountability. Hand receipt, equipment, etc. for which employee is responsible.
22. Security (*On and Off Duty*) Self-explanatory.
23. Conduct (*On and Off Duty*) Self-explanatory.
24. Presenting Complaints and Grievances. Self-explanatory.
25. Union Information/Shop Steward. Where applicable.
26. Other. Any requirements unique to the organization.